

City of Lowell
Job Description
Please Post: May 16, 2016
Deadline: May 31, 2016
Elections Office
Elections Clerk

Job Title: Elections Clerk (2000-29, 2276)
Department: Elections
Reports To: Commissioners; Director of Elections and City Solicitor
FLSA Status: Non-Exempt
Union Status: AFSCME
Salary: \$739.65 (min) to \$886.16/weekly (max)

SUMMARY Performs duties which requires a high degree of decision making and complete knowledge of the function of the Election's Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction; interprets policies, rules and regulations relative to the Office.
Investigates records, files and other information resources to obtain necessary information.
Classifies information according to office procedures.
Sends, routes, and relays forms, materials and informational report writing, violation notices.
Retrieves information or data from files or records.
Processes forms for accuracy and completeness types memos, letters and other materials.
Answers telephones gives information to public; process purchase/service orders; payroll; special department reports; data entry; word processing, etc.
Proficient in Microsoft Word computer skills
Able to deal with the public, familiar with election laws.
Plans work assignment for others; instructs or trains in work methods or procedures; reviews and analyzes the work of others; verifies the work of others for accuracy
Performs specific election and census related duties such as poll worker recruitment, preparation of absentee ballots, inputting census information participation in training sessions, cross training with all office staff, and other such duties as required.

SUPERVISORY RESPONSIBILITIES

Supervises lower level staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
Responsibilities in accordance with the organization's policies and applicable laws.
Responsibilities include interviewing, and training employees; planning, assigning, and directing work appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be a registered Republican.

EDUCATION AND/OR EXPERIENCE

Three years full time experience in a busy office environment involving customer service, records retention and general clerical support; or equivalent combination of education and experience must include working knowledge of word processing and spreadsheets.

Complete knowledge of acceptable business office procedures and standards. Ability to type (30) words per minute. Pleasant telephone manner & able to tactfully deal with the public. Ability to handle a variety of tasks at one time.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports or correspondence, etc. Ability to effectively present information and respond to questions from group managers, customers, and the general public.

Bilingual in Southeast Asian languages preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Room 19, City Hall, Lowell, MA 01852 by 4:00PM: Deadline ~ May 31, 2016. Applicants may also email resume and/or application to cityjobs@lowellma.gov or fax to 978-446-7102.

EOE/AA/504 Employer